CALIFORNIA STATE EMPLOYEES CHARITABLE CAMPAIGN



2008 NON-AFFILIATE APPLICATION INSTRUCTIONS

FILING DEADLINE:

Postmarked no later than March 1, 2008. Applications received with a postmark after the deadline, may be denied for lateness.

DOCUMENTS NEEDED:

Applicants are only required to provide a copy of the 501(c)(3) exemption letter every two years. If this document is required it should be clearly indicated on the application form.

The following documentation is required from all **new** applicants and previous applicants not required to submit a copy of the 501(c)(3) but has legally changed its business name:

- 1. Copy of 501(c)(3) exemption letter from the Internal Revenue Service (I.R.S.) for each applicant AND if the organization name does not match that stated on the 501(c)(3):
- 2. Fictitious Business Name Statement
- 3. Copy of the Articles of Amendment OR
- 4. Copy of amended 501(c)(3) document from I.R.S. OR
- 5. Other legal documentation for the name change.

Notes:

- Facsimile applications are not acceptable. Photocopies of the application are acceptable only with an original signature.
- Any blank areas may result in the application being returned for incompleteness. If an item does not apply to your organization, write "n/a" on the blank. All applications must be **complete** and filed by the deadline in order for consideration.

FORM INSTRUCTIONS

Please indicate if your organization is a new applicant or a Previous Participant by placing an "x" or checkmark in the appropriate box.

Please indicate if your organization is "Independent", a "Member of a Federation," or a "Federation."

- Independent: An independent organization is a non-profit agency that is not under an umbrella organization, such as a Federation. Independent Organizations usually are listed in the Campaign brochure under "No Federation Listed".
- Member of a Federation: A non-profit organization is considered a "Member of a Federation" if it is a member of an umbrella organization. Member agencies are usually listed in the Campaign brochure under the Federation organization.
- 3. Federation: A Federation is defined as any organization that represents itself and other organizations in the Campaign. Typically, Federations, and their member agencies, are listed in the Campaign brochure in alphabetical order. Do not complete section G since the organization information is provided in sections A-E. Continue to Section H.

SECTIONS

A. LEGAL NAME (required)

The legal name of the organization, as indicated on the 501(c)(3) document, must be provided on this line.

Pursuant to the legal authority of Government Code section 13923 and Title 2, California Code of Regulations, section 633.9, the organization indicated in this section applies to the VCGCB to (1) be included, by name, in the literature distributed during the 2007 California State Employees' Charitable Campaign (Campaign) and (2) receive contributions that State officers and employees may designate to the organization.

B. OTHER NAME

• If the organization name does not match the name on the 501(c)(3) letter, is known by another name or you would like contributions directed to a specific program within your organization, please complete this section by placing a check mark in the appropriate box.

B. OTHER NAME, cont.

- If your organization is commonly known (or "a.k.a.") by another name, but has not legally changed the name, please indicate "a.k.a." by checking the appropriate box.
- Organization name changes **REQUIRE** that supporting documentation, i.e., fictitious business name statement, articles of amendment, etc., be submitted with your application.

C. OUR ORGANIZATION MAILING INFORMATION:

- This address will appear in the brochure. However, if you are a member of a Federation, you may choose to have all mail directed to the Federation rather than your mailing address by placing an "x" in the appropriate box. Please make certain that the Federation information in section E is complete.
- All applicants are required to provide a physical address. If we cannot release the physical address, a post
 office box must be indicated.

D. CONTACT INFORMATION:

• Self-explanatory. Information provided may appear in the brochure and website.

E. FEDERATION INFORMATION

Complete this section if your organization is a member agency of a Federation. If you are a Federation, do not complete this section.

F. DESCRIPTION OF ACTIVITIES

Provide a 25-word description of your organization's activities. This statement may be included in the Donor Resource Guide provided to State Employees. Do not include your phone number, email or web address. Statements with more than 25 words will be edited by the Victim Compensation and Government Claims Board staff.

G. AREAS OF SOLICATION

Place an "x" or checkmark in the box next to the counties in which you wish to solicit donations. If your organization solicits statewide, please indicate "statewide" only.

H. AREAS OF SERVICE

Place an "x" or checkmark next to the box(es) that describe your organization's activities. If none of the categories describe what you do, please place an "x" or checkmark next to "Other" and describe your activities in the space available.

CONDITIONS FOR APPROVAL

After carefully reading this section, sign and date the application. Print or type the name of the Authorized Officer and his/her title. An "Authorized Officer" may be anyone in your organization with the delegated authority to sign on behalf of the organization. **Stamped, faxed or copies of signatures will not be accepted.**

IMPORTANT

- 1. Organizations may submit only one application. If a duplicate application is received, you will be notified that only one application may be accepted.
- 2. Similarly, you may be listed under only one Federation. Please do not apply as a "non-affiliate" and as an "affiliate" member of a Principal Combined Fund Drive Agency; both applications will remain inactive until it is determined which designation is correct.

Return applications to:

Victim Compensation and Government Claims Board California State Employees Charitable Campaign

Attn: Marilyn Louie

PO Box 48 or 400 R St, Ste 500 Sacramento, CA 95812 Sacramento CA 95811

